

# **ARIZONA CRIMINAL JUSTICE COMMISSION**



## **FY 2012 COMPETITIVE GRANT APPLICATION INSTRUCTIONS**

### **DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM**

#### **For Assistance**

If you have questions about the grant instructions or the grant management system (GMS), contact Keri Raichert, Grant Coordinator, at (602) 364-1168, Tony Vidale, Program Manager, at (602) 364-1155.

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## Introduction

The Arizona Criminal Justice Commission (ACJC) has developed these instructions to assist you with your application submission for the FY 2012 Drug, Gang, and Violent Crime Control (DC) Competitive Grant application.

## Assistance and Resources

ACJC staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of GMS are available at [http://72.32.210.188/grants/GMS2/Documentation/ACJC\\_GMS\\_Manual.pdf](http://72.32.210.188/grants/GMS2/Documentation/ACJC_GMS_Manual.pdf). Access to the GMS is available at <http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx>. In addition, application content guidance is found in the grant announcement and the [Grant Writing Training Manual](#) available on ACJC's web site.

## Funding Priority

Please review the Drug, Gang, and Violent Crime Control Competitive Grant Announcement to ensure your project meets the necessary eligibility requirements according to the following funding priorities:

**\*NOTE\* DUE TO LIMITED RESOURCES AS A RESULT OF SEVERE BUDGET CUTS, THE FOLLOWING CORE PROJECTS WILL RECEIVE PREFERENCE FOR AWARD RECOMMENDATION:**

- Priority #1:**
- Multi-agency, multi-jurisdictional drug, gang and violent crime task forces (*Apprehension*)
  - Prosecution projects working in tandem with drug, gang and violent crime task forces (*Prosecution*)
  - Statewide civil forfeiture efforts (*Prosecution, Statewide Forfeiture*)
- Priority #3:**
- Forensic Drug Analysis Projects (*Forensics*)
  - Adjudication Projects (*Adjudication*)

## Application Tips

When completing your application:

- Complete text responses in a Word document; then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Sustainability plan should be addressed within the Project Summary section of the application
- Save your application frequently
- Use the checklist in the Grant Announcement to make sure all required documents are submitted

## Completing the Application

Please include as much information as possible for each field in the application. Fields in the Grant Management System (GMS) with a red flag next to them are required for successful submission of the application.

### 1. General Information

- **ACJC Grant Program**

The GMS will auto fill this field. (Drug, Gang, and Violent Crime Control)

- **Period Title**

The GMS will auto fill this field. (Cycle 25)

- **Project Title**

Provide the name of the project or program, such as the name of the task force. For prosecution and forensic projects, the project title will begin with "Prosecution for" or "Forensic support for" then insert the task force name. A project not associated with a specific task force or is statewide may be named as desired.

- **Purpose Area**

The applicant is prompted to select from a drop-down menu the applicable purpose area. **As stated in the Funding Priority section of this document, Apprehension, Prosecution, Statewide Forfeiture, Forensic Support, and Adjudication projects will receive preference in providing recommendations for award.** The approved purpose areas are:

**A -- Apprehension** (Multi-agency, multi-jurisdictional drug, gang and violent crime task forces)

**P -- Prosecution** (Prosecution projects working in tandem with drug, gang and violent crime task forces)

**PF -- Prosecution, Statewide Forfeiture** (Statewide civil forfeiture efforts)

**F -- Forensics** (Forensic Drug Analysis Projects)

**AD -- Adjudication** (Adjudication Projects)

**C -- Corrections**

**E -- Education/Prevention**

- **Continuation Grant**

The radial button is automatically selected to "No." The applicant does not need to adjust this setting.

- **Applicant Agency**

This information pulls directly from the user's profile. A different agency or a different department may be selected from the dropdown menu. However, new agency or new departments must be added through the "Edit Profile" function (see GMS instructions for more information).

*DUNS Number and Central Contractor Registry*

These fields are mandatory for all applicants. All agencies must have a DUNS number and be registered with CCR at the time of award. Returning applicants are required to update their user profile prior to opening an application by entering the numeric DUNS number and selecting the appropriate "Yes"/"No" response for the Central Contractor Registry (CCR).

Data Universal Numbering System (DUNS):

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used by federal agencies for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at: <http://fedgov.dnb.com/webform/displayHomePage.do>.

Central Contractor Registration (CCR):

In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. However, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures may be accessed at [www.ccr.gov](http://www.ccr.gov). It is recommended that applicants begin the registration process immediately, which may take up to few weeks to complete.

- **Participating Agencies**

The applicant is to provide a listing of participating agencies or enter "not applicable" if other agencies are not involved with the project.

- **Authorized Official**

This must be a person in the applicant agency who is authorized to sign grant agreements.

- **Project Official**

This is the person who is responsible for overseeing administration of the project or program.

## 2. Project Narrative

- **Project Mission Statement** (Response limitation is 1,500 characters including spaces.)  
Include a mission statement that describes the focus or direction of the agency (i.e. task force, prosecutorial agency, etc.) in addressing drug, gang and/or violent crime. If the agency is part of a larger, diverse service organization, use the mission statement that is most closely related to the program applying for funding.
- **Problem Statement** (Response limitation is 7,000 characters including spaces.)  
Utilize this section to demonstrate a compelling need for the program in order to maintain or improve public safety.
  - Describe the problem(s)/issue(s) that require your agency's involvement to reduce drug, gang and/or violent crime.
  - Demonstrate the impact of the problem(s)/issue(s) on your community using verifiable statistical data:
    - Scope of Problem:* Use data that reflects the scope of the problem of illegal drug manufacture, distribution, and use. Include how this may impact and create related problems in your jurisdiction (local threat assessment).
    - Resources:* Use data that reflects the absence or limitations of resources to support law enforcement, prosecution, adjudication efforts and/or criminal justice support services.
- **Project Summary** (Response limitation is 7,000 characters including spaces.)  
Provide a summary of the proposed project that would be supported with requested grant funds.
  - *Strategies/approach:* Describe the strategy/approach to be used in reaching project goals and objectives.
  - *Implementation Plan:* Outline specific tasks/activities to be conducted in order to put the strategy/approach into action.
  - *Organizational Capacity:* Describe your agency's capacity to implement the proposed project. Applicants with previous experience are encouraged to describe previous success with project implementation.
  - *Sustainability Plan:* Identify future potential funding sources to ensure the program is ongoing beyond the funding availability.
- **Project Collaboration** (Response limitation is 4,000 characters including spaces.)  
Demonstrate a strong collaborative effort with law enforcement, prosecution, service providers, community organizations and other governmental and social service agencies.
  - List the public and private organizations your agency collaborates with in connection with the scope of the proposed project. If there are member agencies associated with the project, identify resources such as funding, personnel, volunteers, space, equipment, criminal intelligence support systems to be dedicated by each member agency.

- Describe in detail a recent collaboration. Discuss the purpose of the collaboration and your agency's contribution to the process and the outcomes.
- **Evaluation Plan** (Response limitation is 4,000 characters including spaces.)  
Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives.
  - Identify the method in which statistical data will be tracked, i.e. service tracking database, Excel spreadsheet, hand-counted tally.
  - Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

### 3. Goals and Objectives

Purpose: Goals, objectives, and performance measures are used by ACJC and the federal awarding agency to establish clear expectations of overall performance and to measure the success of the project.

**\*NOTE\*** As detailed in APPENDIX A, mandatory goals, objectives and performance measures have been established for the following core purpose areas:

**Priority #1:**

- Multi-agency, multi-jurisdictional drug, gang and violent crime task forces (*Apprehension*)
- Prosecution projects working in tandem with drug, gang and violent crime task forces (*Prosecution*)
- Statewide civil forfeiture efforts (*Prosecution, Statewide Forfeiture*)

**Priority #3:**

- Forensic Drug Analysis Projects (*Forensics*)
- Adjudication Projects (*Adjudication*)

At minimum, applicants of core purpose areas must include in their application the mandatory goals, objectives and performance measures detailed in APPENDIX A.

#### DETAILED INSTRUCTIONS FOR ENTERING GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

**Goals:** Goals are general and should reflect what the project aims to accomplish for your jurisdiction or community area.

- Step 1: Click **Add New Goal**
- Step 2: Enter project goal into **Goal** text box
- Step 3: After objective(s) and performance measure(s) have been entered for the goal, click **Add New Goal** to enter additional goals (if applicable)

**Objectives:** Objectives are specific, measurable, attainable, realistic, and achievable within the timeline of the grant award. Objectives have a direct correlation to the goal selected.

- Step 1: Type the objective that correlates with the goal stated above into the **Objectives** text box
- Step 2: After performance measure(s) have been entered for the first objective, type the next objective in the **Objectives** text box (if there are multiple objectives for the same goal)

**Performance Measures:** Performance Measures are a quantitative metric used to monitor and evaluate progress toward goals and objectives. *Note: If utilizing multiple performance measures to monitor an objective, please complete separate entries for each performance measure.*

- Step 1: Quantify the measure by entering an estimated figure (by percent or quantity) for each performance measure, i.e. 125.
- Step 2: Type the measure into the **Performance Measures** text box, i.e. Number of arrests for transport/import of drugs.
- Step 3: Click **Add** when the performance measure has been entered.
- Step 4: Repeat the process of quantifying the measure, typing the measure into the **Performance Measures** text box, and clicking **Add** (if there are multiple measures for the same objective).

## 4. Budget

Provide budget detail and narrative for the following budget categories applicable to the proposed project:

- Salary and ERE

In the budget table provide the position title, what portion of the position will be funded (i.e. 1.0 or .5), the total annual salary for the position, and what portion of the ERE dollar amount is being requested. If requesting funding for more than one position please prioritize the positions from top to bottom.

Use the "Personnel" text box above the table to provide a very brief description of each position (detailed job descriptions will be included as an attachment). Please explain why this position is critical to the program. If requesting funding for multiple positions, please explain prioritization.

In the "ERE Breakdown" text box below the Overtime table, list all the expenses included in fringe benefits, i.e. health insurance, workers' compensation, FICA, etc. Include a percentage for each category and a total ERE percentage for each position.

*NOTE:* Multi-agency, multi-jurisdictional drug, gang and violent crime projects may request state, county, and local personnel, ERE, and overtime. There must be a commitment by the participating agency that the personnel can be provided. Funding may not be used to request positions for participating federal agencies.

*NOTE:* Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3).

**Please remember to save after entering individual lines when entering budget data.**

- Overtime  
Enter the request for overtime in the table provided.

**Please remember to save after entering individual lines when entering budget data.**

- Consultant/Contractual Services  
In the text box, for each vendor provide detailed vendor information including name and a description of the services provided to the program.

In the table, provide the type of service, number of hours, and hourly rate for each vendor. Examples of Consultant/Contractual Service types are contractual accounting, legal, counseling, and data processing services.

**Please remember to save after entering individual lines when entering budget data.**

- In-State Travel  
In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table, provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.

**Please remember to save after entering individual lines when entering budget data.**

- Out-of-State Travel  
In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.

**Please remember to save after entering individual lines when entering budget data.**

- Confidential Funds  
Select the "expense type" from the dropdown list and then enter the dollar amount requested.

**Please remember to save after entering individual lines when entering budget data.**



- Other Operating Expenses  
In the text box provide a detailed description of the expense; and in the table, information on the amount requested. "Other Operating Expenses" include pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.

**Please remember to save after entering individual lines when entering budget data.**

- Equipment  
In the text box, provide a description of the item, quantity, purchase price or monthly lease rate for each type of equipment item requested. Note: Pagers and cell phones will be reported under Other Operating Expenses. Complete the table to request equipment funding.

**Please remember to save after entering individual lines when entering budget data.**

- Matching Funds  
In responding to the statement, "If matching funds are required for this grant program, provide a description of what funds will be used as the required match," provide one of the following descriptions:

- General Fund
- RICO
- HIDTA
- Other (list the source)

A possible match would not exceed 25 percent of the award.

**Please note federal funds cannot be used to match other federal dollars.**

## 5. Administration

- **Matching Funds Form Field**  
If ACJC funds will be used as matching funds for other grant program(s), please list the name(s) of the grant program and funding agency.
- **Audit Requirements**
  - (a) List the date of the last financial audit.
  - (b) Check "yes" if the audit resulted in a Schedule of Findings and Questioned Costs.
  - (c) If a Schedule of Findings and Questioned Costs was issued, please attach a copy along with the management letter in the attachment section.
- **Internal Controls**  
Please answer all questions concerning your organization's internal controls. If you answered "No" to any of the questions in this section, please provide a brief explanation in the text box provided.

## 6. Attachments

- *A-133 Audit or Single Audit*  
To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2010, the written correspondence requesting an extension to the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the time frame for completion and/or requested extension date.
- *Budget Worksheet*  
Applicants will be required to disclose all other funding sources that will be used to enhance your project. The sources and amount of funds should be identified in the **DGVCC FY12 Budget Worksheet** and a statement of how the funds will enhance your project should be included in the Project Summary section. If your agency has applied for funds but the status of the request is unknown, indicate with a "P" in the bottom box indicating the request is pending. The Funding Disclosure Worksheet is available via the Grant Resources page on ACJC's web site:  
[http://www.azcjc.gov/ACJC.Web/pubs/DGVCC\\_FY12\\_Budget\\_Worksheet.xls](http://www.azcjc.gov/ACJC.Web/pubs/DGVCC_FY12_Budget_Worksheet.xls).
- *Participation/Collaboration Letters (Priority #1 – Task Force Applicants only)*  
Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application. Please note: letters of participation from the Arizona Department of Public Safety are sent directly to the Arizona Criminal Justice Commission, therefore, uploading this letter is an exception.
- *Confidential Funds Certification*  
If utilizing Confidential Funds, a Certification of knowledge and adherence to the Office of Justice Programs (OJP) Financial Guide *Chapter 8: Confidential Funds* must be signed by the Project Official and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's web site:  
<http://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf>

### How to attach (upload) a document into GMS

- Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.
- Step 2: Once you have selected the document, click **Upload Selected File**.
- Step 3: Click the **Save** button on the right side of the screen

## 7. Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.

## **Appendix A – Mandatory Goals, Objectives, and Performance Measures**

**PRIORITY 1: Purpose Area – Multi-agency, multi-jurisdictional drug, gang and violent crime task forces (*Apprehension*)**

<b>ACJC Goal 1: To reduce or disrupt the flow of illicit drugs imported, transported, and sold in the community.</b>	
<b>Objective 1.1</b> Conduct arrests for importing/transporting of illicit drugs	<b>Performance Measure:</b> 1. Number of arrests for transport/import of drugs
<b>Objective 1.2</b> Conduct arrests for the distribution of illicit drugs	<b>Performance Measures:</b> 1. Number of arrests for distribution/sale of drugs 2. Number of arrests for buying/receiving drugs
<b>Objective 1.3</b> Disrupt methamphetamine labs	<b>Performance Measures:</b> 1. Number of methamphetamine related investigations 2. Number of clandestine labs seized. 3. Number of methamphetamine dump sites discovered 4. Number of methamphetamine sites referred for mitigation/cleanup
<b>Objective 1.4</b> Eradicate marijuana cultivation grows	<b>Performance Measures:</b> 1. Number of indoor marijuana grows seized 2. Number of outdoor marijuana grows seized
<b>Objective 1.5</b> Disrupt or dismantle Drug Trafficking Organizations	<b>Performance Measures:</b> 1. Number of DTOs disrupted 2. Number of DTOs dismantled

<b>ACJC Goal 2: Strengthen collaborative partnership between federal, state, and local law enforcement and prosecutorial agencies.</b>	
<b>Objective 2.1</b> Conduct coordination or collaboration activities with other agencies	<b>Performance Measures:</b> 1. Number of deconfliction events 2. Number of tips/leads referred to other task forces 3. Number of counterterrorism referrals 4. Number of drug-endangered child referrals or calls to CPS 5. Number of drug interdiction activity assists
<b>Objective 2.2</b> Conduct intelligence driven, collaborative investigations	<b>Performance Measures:</b> 1. Number of intelligence driven, collaborative investigations 2. Number of intelligence driven investigations resulting in arrest 3. Number of intelligence driven investigations resulting in drug seizures

**PRIORITY 1: Purpose Area – Prosecution projects working in tandem with drug, gang and violent crime task forces (*Prosecution*)**

<b>ACJC Goal 1: To enhance the pursuit of justice for drug and drug-related gang and violent crimes in an equitable, unprejudiced, and expeditious manner.</b>	
<b>Objective 1.1</b> Prosecute drug-related cases	<b>Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of drug-related cases referrals received</li><li>2. Number of drug-related cases declined for prosecution</li><li>3. Number of drug-related cases deferred to a diversion program</li><li>4. Number of drug-related cases dismissed</li><li>5. Number of drug-related cases resulting in conviction</li><li>6. Number of drug-related cases resulting in acquittal</li></ol>
<b>ACJC Goal 2: Strengthen collaborative partnership between federal, state, and local law enforcement and prosecutorial agencies.</b>	
<b>Objective 2.1</b> Conduct coordination or collaboration activities with other agencies	<b>Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of drug-related task force investigation assists</li><li>2. Number of drug-related investigation assists resulting in charges filed</li><li>3. Number of drug-related investigation assists resulting in charges dropped</li><li>4. Number of drug-related investigation assists resulting in charges reduced to lesser degree/charge</li></ol>

**PRIORITY 1: Purpose Area – Statewide civil forfeiture efforts (*Prosecution, Statewide Forfeiture*)**

<b>ACJC Goal 1: Deprive Arizona drug/money laundering criminals of their profits.</b>	
<b>Objective 1.1</b> Achieve successful outcomes in high impact cases	<b>Performance Measure:</b> 1. Number of successful outcomes
<b>Objective 1.2</b> Disrupt criminal enterprises with consequence of limiting subsequent criminal conduct	<b>Performance Measure:</b> 1. Number of criminal enterprises disrupted
<b>Objective 1.3</b> Partner with task forces to prepare and execute seizure warrants in cases where money laundering is a principal allegation	<b>Performance Measure:</b> 1. Number of seizure warrants brought on behalf of task forces in money laundering cases
<b>ACJC Goal 2: Improve coordination of Arizona forfeiture/money laundering efforts.</b>	
<b>Objective 2.1</b> Provide forfeiture/money laundering training programs for attorneys and investigators statewide	<b>Performance Measure:</b> 1. Number of prosecutors and/or investigators that are provided training on forfeiture/money laundering
<b>Objective 2.2</b> Provide analytical/investigative law enforcement assists	<b>Performance Measure:</b> 1. Number of assists provided

**PRIORITY 3: Purpose Area – Adjudication Projects (*Adjudication*)**

<b>ACJC Goal 1: To enhance court adjudication and probation services for drug offenders.</b>	
<b>Objective 1.1</b> Provide enhanced court service activities for drug offenders	<b>Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of drug court participants</li><li>2. Number of drug court graduates</li><li>3. Number of drug court participants that did not recidivate during participation</li><li>4. Average processing time of drug-related cases funded by the grant</li><li>5. Number of indigent defendants served</li></ol>
<b>Objective 1.2</b> Provide probation services	<b>Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of drug offenders that received surveillance</li><li>2. Average number of days to prepare cases for drug offenders</li><li>3. Total number of drug probationers screened for services</li><li>4. Total number of drug probationers receiving drug treatment</li><li>5. Total number of drug probation absconders apprehended</li></ol>
<b>Objective 1.3</b> Conduct presentence investigations	<b>Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of presentence investigation reports prepared</li><li>2. Number of presentence investigation reports submitted on time without a continuance</li></ol>

**PRIORITY 3: Purpose Area – Forensic Drug Analysis Projects (*Forensics*)**

<b>ACJC Goal 1: To enhance forensic analysis processing to aid in the apprehension and prosecution of drug offenders.</b>	
<b>Objective 1.1</b> Conduct forensic drug analysis	<b>Performance Measures:</b> 1. Number of requests for analysis in the log (in queue or backlogged) 2. Number of analysis reports completed 3. Average number of days from receipt of sample to reporting analysis results
<b>Objective 1.2</b> Provide expert witness testimony	<b>Performance Measure:</b> 1. Number of times staff testified in court
<b>Objective 1.3</b> Efficiently process forensic cases	<b>Performance Measures:</b> 1. Number of cases handled per FTE 2. Average number of working days to complete analysis 3. Average processing cost per analysis

<b>ACJC Goal 2: To collaborate with apprehension and prosecution agencies in the investigation and examination of drug-related evidence.</b>	
<b>Objective 2.1</b> Assist law enforcement in the examination of drug evidence	<b>Performance Measure:</b> 1. Number of investigation assists
<b>Objective 2.2</b> Conduct drug field testing training	<b>Performance Measures:</b> 1. Number of field test classes completed 2. Number of officers trained in drug field testing 3. Number of agencies participating in field testing sessions